

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 8, 1983

ALL-COUNTY INFORMATION NOTICE I- 17-83

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CORRECTIVE ACTION STUFFER NOTICES

REFERENCE:

This transmits a series of stuffer notices developed from various counties' suggestions and in coordination with the Statewide Corrective Action Advisory Committee. The stuffer topics reflect an analysis of state/county Quality Control (QC) error findings for overpayments and ineligibles, and are designed to improve client understanding and reporting within the AFDC program. Also included is a release schedule showing the month when each stuffer is to be sent by the county to recipients. The six stuffer notices and release schedule are:

- Does Someone Work? (Attachment A)
- You Can Have Property and Receive AFDC (Attachment B)
- School Attendance Reminder (Attachment C)
- Income Tax Refunds and Earned Income Credits (Attachment D)
- Has There Been A Change? (Attachment E)
- Important Reminder to AFDC Recipients (Attachment F)
- AFDC Stuffers Release Schedule (Attachment G)

The purpose of these stuffers is to provide recipients with uniform information at appropriate times during the year with the objective of causing a reduction of major QC errors. All counties are encouraged to use the attached stuffers (language) and to follow the suggested release schedule. The release months are timed to alert clients and encourage client reporting when changes are most likely to occur during the year, i.e., beginning of the school term, receipt of income tax refund, etc. In addition, the timely use of stuffers in conjunction with providing recipients the AFDC Recipient Handbook (PUB 62) at intake and redetermination is intended to: 1) increase recipient awareness of what changes need to be reported, 2) potentially deter fraud, and 3) cause a reduction of major QC errors. Use of stuffers and Recipient Handbook are essential to the success and effectiveness of the corrective action plan.

Although supplies of these stuffers will not be available, reproducible copies in English are attached so that counties can print their own supply. Additional reproducible copies can be obtained by contacting the AFDC Forms Coordinator at the address below. Reproducible copies of the Spanish translation will be sent

to you in the near future. Counties are encouraged to use the least costly method of releasing the stuffers. Typically this can be accomplished by including the stuffers along with the Form CA 7, Monthly Eligibility Report, or the first of the month warrant mailing.

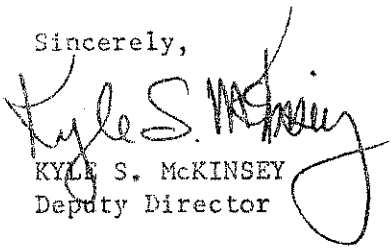
County costs incurred for the printing and any additional mailing of state developed stuffers are allowable as operating costs within your cost control allocations.

If you have any suggestions for future stuffers or other ideas for recipient directed information, please send them to:

AFDC Forms Coordinator
AFDC Program Systems Bureau
744 P Street, M.S. 16-31
Sacramento, CA 95814

If you have any questions, contact your AFDC Program Management Consultant at (916) 445-4458.

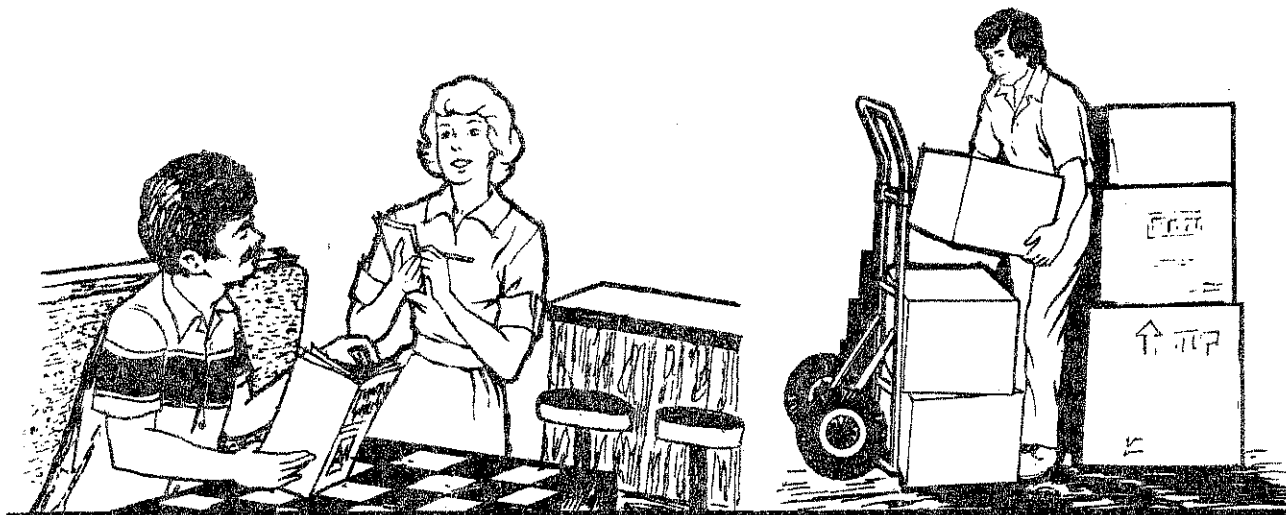
Sincerely,



KYLE S. McKINSEY
Deputy Director

Attachments

cc: CWDA



DOES SOMEONE WORK?

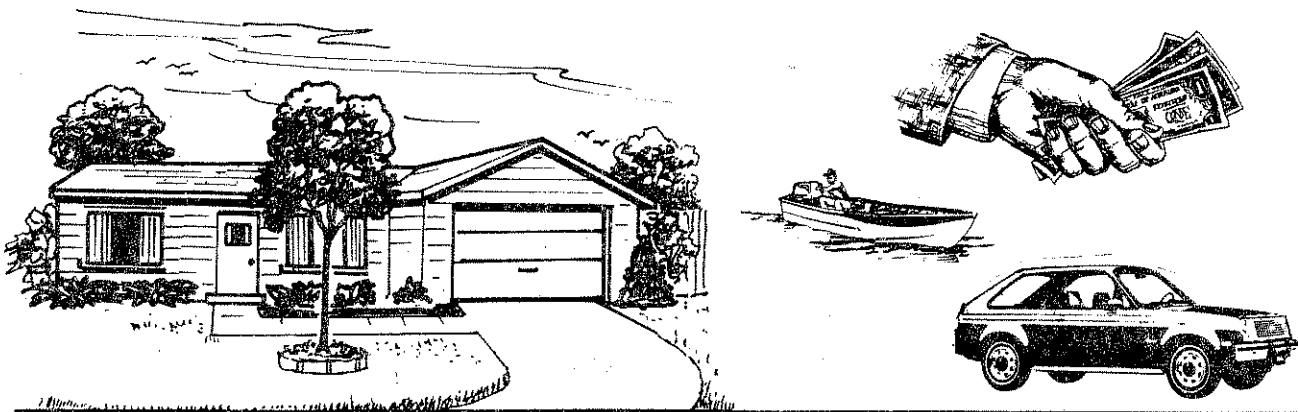
If you or anyone in your family unit for whom you are receiving aid (including the aided children's parents, stepparents and your spouse, if living in the home) works, **ALL CHANGES IN INCOME MUST BE REPORTED** to your worker:

- 1) **WITHIN 5 DAYS** either by telephone or by going into the welfare office, and
- 2) on your **NEXT MONTHLY ELIGIBILITY REPORT, CA 7**, and proof must be attached. Proof can be pay stubs or a statement of earnings from the employer.

Some examples of income changes are:

- Additional money for overtime work,
- Receipt of tips,
- Additional income due to a bonus, or
- Additional income due to an extra pay period.

Amounts you report to us from sources such as wages, Disability and Unemployment Insurance Benefits are computer checked for accuracy. Your failure to report your correct earnings to get more aid may be cause for a fraud action against you and if convicted, you can be punished by a fine, jail sentence or both. In addition, earned income disregards will not be allowed for the affected month(s), and you will have to repay any aid you should not have received. Contact your worker if you have any questions.



YOU CAN HAVE PROPERTY AND RECEIVE AFDC!

Your family unit (including the aided children's parents, stepparents and your spouse, if living in the home) as a whole CAN HAVE UP TO \$1000 of real and personal property and still get AFDC. If you own or are buying your home, YOUR HOME IS NOT COUNTED in the \$1000 if you are living in it. Some property items which may affect your eligibility for AFDC are:

Real Property: House and lot, land, mines, mineral and timber rights.

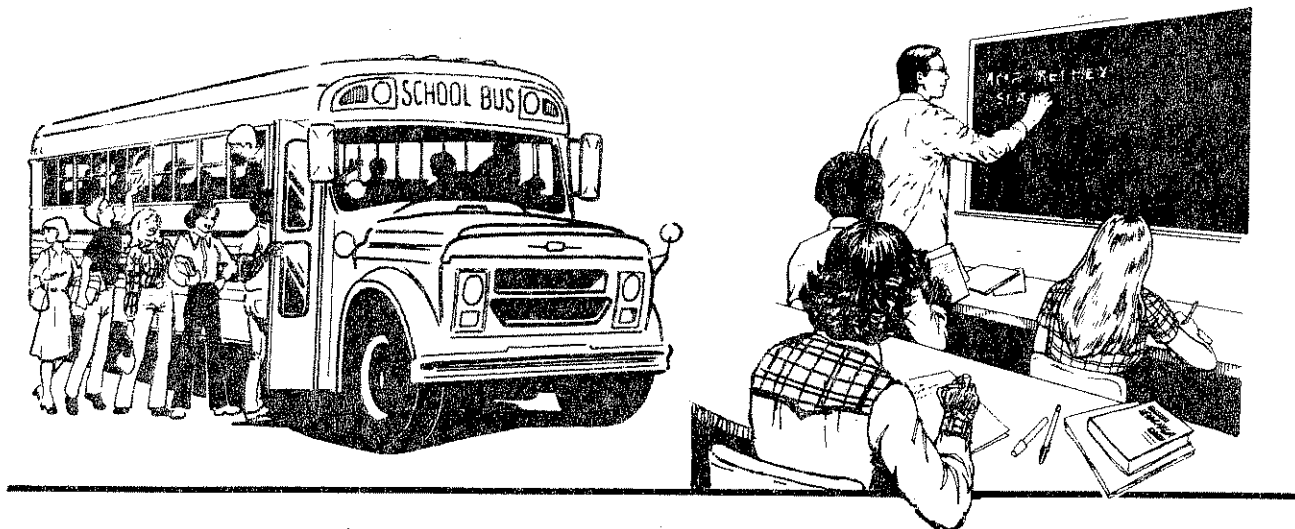
Personal Property: Cash, savings accounts, checking accounts, stocks, bonds, certificates trust funds, musical instruments, cars, trucks, motorcycles, other vehicles, campers, mobile homes, boats, and livestock.

You must report to your worker when anyone in your family unit:

- Buys or sells any real or personal property
- Opens a savings or checking account (Bank, Credit Union, etc.)
- Is awarded or gets access to a trust fund.

You **MUST REPORT ANY CHANGES IN PROPERTY** to your worker: 1) **WITHIN 5 DAYS** either by telephone or by going into the welfare department, **and** 2) on your **NEXT MONTHLY ELIGIBILITY REPORT (CA 7)**. You should save any receipts, documents or other records to show your worker.

Your failure to report any property changes to get more aid may be cause for a fraud action against you, and if convicted you can be punished by a fine, jail sentence or both. In addition, you will have to repay any aid you should not have received. Contact your worker if you have any questions.



SCHOOL ATTENDANCE REMINDER

Did you know that children NINETEEN YEARS OLD and older are NOT ELIGIBLE for AFDC?

Did you know that children EIGHTEEN YEARS OLD are eligible only if they are FULL TIME STUDENTS in a:

high school

or

vocational/technical school (no college credit)

AND

are expected to graduate or complete training before their

nineteenth birthday?

Did you know that children AGE SIXTEEN OR SEVENTEEN are eligible only if they are either attending school full time or, if not exempt from WIN, are enrolled in the WIN program?

If your child age sixteen through eighteen graduates from or drops out of school, you **MUST LET YOUR WORKER KNOW:** 1) **WITHIN 5 DAYS** either by telephone or by going into the welfare office, **and** 2) on your **NEXT MONTHLY ELIGIBILITY REPORT (CA 7)**.

Your failure to report a change in school attendance to get more aid may be cause for a fraud action against you, and if convicted you can be punished by a fine, jail sentence or both. You will also have to repay any aid you should not have received. Contact your worker if you have any questions.



INCOME TAX REFUNDS AND EARNED INCOME CREDITS

All AFDC recipients are required by regulations to claim any available federal or state income tax refund or Earned Income Credit (EIC). When you or anyone in your family unit for whom you are receiving aid (including the aided children's parents, stepparents and your spouse, if living in the home) receives a tax refund or EIC payment, **THE AMOUNT MUST BE REPORTED** to your worker:

- 1) **WITHIN 5 DAYS** either by telephone or by going into the welfare office, and
- 2) On your **NEXT MONTHLY ELIGIBILITY REPORT, CA 7**, with proof of the reported amount attached.

Proof can be:

- 1) The IRS statement when received with your check or a copy of your check, or
- 2) A copy of your IRS 1040 or 1040A with your check or a copy of your check.

Your failure to report your correct income to get more aid may be cause for a fraud action against you, and if convicted you can be punished by a fine, jail sentence or both. You will also have to repay any aid you should not have received. Contact your worker if you have any questions.



HAS THERE BEEN A CHANGE?

The amount of aid you receive is affected by changes which occur in your family unit. This includes the aided children's parents, stepparents and your spouse, if living in the home. You **MUST REPORT ANY CHANGES** to your worker: 1) **WITHIN 5 DAYS** either by telephone or by going into the welfare office, **and** 2) on your **NEXT MONTHLY ELIGIBILITY REPORT, CA 7**.

Examples of some of the changes you must report are:

- When anyone moves in or out of your household
- When a person in your family unit is receiving aid because of pregnancy and the pregnancy ends due to birth, abortion or miscarriage
- When a household member dies
- When a student age 16 through 18 drops out of or finishes school
- When you move out of the county or state
- When someone's work hours increase
- When someone changes jobs or starts a new job
- When someone becomes self-employed

Your failure to report any changes to get more aid may be cause for a fraud action against you and if convicted, you can be punished by a fine, jail sentence or both. In addition, you will have to repay any aid you should not have received. Contact your worker if you have any questions.



IMPORTANT REMINDER TO AFDC RECIPIENTS

When you or anyone in your family unit for whom you are receiving aid (including the aided children's parents, stepparents and your spouse, if living in the home) receives cash or checks from any of the sources below, **THE AMOUNT RECEIVED MUST BE REPORTED** to your worker: 1) **WITHIN 5 DAYS** either by telephone or by going into the welfare office, and 2) on your **NEXT MONTHLY ELIGIBILITY REPORT CA 7**, and proof must be attached. Proof can be receipts, award letters, documents or other records.

- Social Security (Green check) or SSI/SSP (Gold Check)
- Income Tax Refunds
- Pensions or Retirement
- Veteran's Benefits
- Unemployment, Disability or Worker's Compensation
- Child Support and/or Alimony
- Money from anyone who lives with you
- Gifts, Loans, or Trust Funds
- Striker's Benefits
- Other Income

Your failure to report any income changes to get more aid may be cause for a fraud action against you, and if convicted you can be punished by a fine, jail sentence or both. In addition, you will have to repay any aid you should not have received. Contact your worker if you have any questions.

AFDC STUFFER RELEASE SCHEDULE

INCOME TAX REFUNDS AND EARNED INCOME CREDITS	DOES SOMEONE WORK?	SCHOOL ATTENDANCE REMINDER	YOU CAN HAVE PROPERTY AND RECEIVE AFDC	IMPORTANT REMINDER TO AFDC RECIPIENTS	HAS THERE BEEN A CHANGE?
JANUARY					
FEBRUARY					
MARCH					
APRIL					X
MAY					
JUNE				X	
JULY					
AUGUST		X			
SEPTEMBER					
OCTOBER	X				
NOVEMBER			X		
DECEMBER		X			

JANUARY	X				
FEBRUARY					
MARCH	X				
APRIL					X
MAY					
JUNE				X	
JULY					
AUGUST		X			
SEPTEMBER					
OCTOBER	X				
NOVEMBER			X		
DECEMBER		X			

AFDC STUFFER RELEASE SCHEDULE

	INCOME TAX REFUNDS AND EARNED INCOME CREDITS	DOES SOMEONE WORK?	SCHOOL ATTENDANCE REMINDER	YOU CAN HAVE PROPERTY AND RECEIVE AFDC	IMPORTANT REMINDER TO AFDC RECIPIENTS	HAS THERE BEEN A CHANGE?
JANUARY	X					
FEBRUARY						
MARCH	X					
APRIL						X
MAY						
JUNE					X	
JULY						
AUGUST			X			
SEPTEMBER						
OCTOBER		X				
NOVEMBER				X		
DECEMBER			X			